

DD/A Registry

83-0311/108

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

New Headquarters Building

FROM

Chief, New Building Project Office
4E50 Hqs

EXTENSION

NO.

DATE

2 NOV 1983

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

E/DD/A
7D24 Hqs

2 NOV 1983

2 Nov

R

2.

A-D-D-A

2 NOV 1983

P

3.

D-D-A

3 NOV 1983

P

4.

DDA REGISTRY
7D18 Hqs

4 NOV 83

Com

4. Please return to OL/NBPO for display when signed.

5.

6.

C/NBPO, 4E-50

7.

8.

9.

10.

11.

12.

13.

14.

15.

FORM
1-79

610

USE PREVIOUS
EDITIONS

ADMINISTRATIVE - INTERNAL USE ONLY

3 NOV 1983

MEMORANDUM FOR: All Employees

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: New Headquarters Building


1. The renderings of the new building shown here reflect the current design concepts as we move into the final design stages. The building facade will be a tinted glass wall that is detailed in a pattern that will echo the patterns of the existing building. This produces a feeling of compatibility even though the two structures are significantly different in form and material. The base of the new building is composed of precast concrete panels selected to closely match the base of the existing building so that there is a strong unifying element common to both buildings.

2. Entering the building from the west, employees will transit a skylit entry hall that terminates on the fourth level of the building at the atrium facing the courtyard. At this level, there will be an impressive view of the courtyard and existing building. The ground level of the atrium will look out into the courtyard. This level is being designed to contain expanded employee services such as the EAA store, Credit Union, and Insurance Branch.

3. Additional food service area will be provided by expanding within the existing building around the existing kitchen into areas vacated by components such as the Credit Union. Tentative plans are to add variety as well as space in the addition so that features such as the Rendevous Room can be re-created.

4. The current schedule calls for start of construction in the spring of 1984, rather than August as previously stated. This schedule should result in beneficial occupancy beginning in the summer of 1987.

STAT


Harry E. Fitzwater

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: New Headquarter Building

Distribution:

0 & 1 - DD/A
1 - D/OL
1 - OL/NBPO

STAT

OL/NBPO

(02 Nov 83)

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

DD/A Registry

83-0311/108

3 NOV 1983

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Deputy Director for Administration


SUBJECT: New Headquarters Building

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Harry E. Fitzwater

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: New Headquarter Building

Distribution:

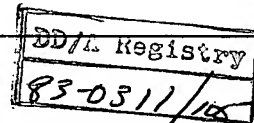
0 & 1 - DD/A
1 - D/OL
✓ 1 - OL/NBPO

STAT

OL/NBPO

(02 Nov 83)

ROUTING AND RECORD SHEET



SUBJECT: (Optional)

New Building Exhibit

FROM

 Chief, New Building Project Office, OL
 4E50 Hqs

EXTENSION

NO.

DATE

26 OCT 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

 1. *EO/DD/A*
 7D24 Hqs

27 OCT 1983

37

R

2.

28 OCT 1983

R

A/DDA

3.

4.

5.

6.

7.

8.

9.

10. *C/NBPO/OL**4E 50 Hqs - ATTN:*

11.

12.

13.

14.

15.

1. You have recently requested that employee exhibits again be set up at cafeteria entrances to display the latest renderings of the new building. Photographic copies of the renderings are now available to do this.

The last exhibit contained a memorandum from you to the employees. On the assumption that you would like to do so again, attached is a draft for your consideration.

We will mount the exhibits as soon as you give the word.

Att

Jim -
Looks okay! I hope that the memo would be condensed to one page.
R

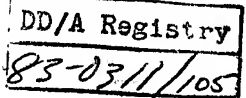
Larry -
OK, go ahead! Jim agrees that it would be worth while to have renderings at our buildings as well as in Hqs building.

EXO/DDA

ADMINISTRATIVE - INTERNAL USE ONLY

DRAFT

26 OCT 1983



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Deputy Director for Administration

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ADMINISTRATIVE - INTERNAL USE ONLY

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